

AIR FORCE QUALIFICATION TRAINING PACKAGE (AFQTP)



**for
ENVIRONMENTAL
(3E4X3)**

**MODULE 16
ENVIRONMENTAL MANAGEMENT**

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Career Field Education and Training Plan (CFETP) references from 1 Apr 97 version.

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INTRODUCTION

Before starting this AFQTP, refer to and read the “Trainee/Trainer Guide” located on the AFCEA Web site <http://www.afcesa.af.mil/>

AFQTPs are mandatory and must be completed to fulfill task knowledge requirements on core and diamond tasks for upgrade training. *It is important for the trainer and trainee to understand* that an AFQTP **does not** replace hands-on training, nor will completion of an AFQTP meet the requirement for core task certification. AFQTPs will be used in conjunction with applicable technical references and hands-on training.

AFQTPs and Certification and Testing (CerTest) must be used as minimum upgrade requirements for Diamond tasks.

MANDATORY minimum upgrade requirements:

Core task:

AFQTP completion
Hands-on certification

Diamond task:

AFQTP completion
CerTest completion (80% minimum to pass)

Note: *Trainees will receive hands-on certification training for Diamond Tasks when equipment becomes available either at home station or at a TDY location.*

Put this package to use. Subject matter experts under the direction and guidance of HQ AFCEA/CEOT revised this AFQTP. If you have any recommendations for improving this document, please contact the Career Field Manager at the address below.

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ENVIRONMENTAL



ENVIRONMENTAL COMPLIANCE ASSESSMENT MANAGEMENT PROGRAMS (ECAMP) ASSESSMENTS

MODULE 16

AFQTP UNIT 6

PERFORM ASSESSMENTS (16.6.1.)

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PERFORM ASSESSMENTS

Task Training Guide

STS Reference Number/Title:	16.6.1., Perform Assessments
Training References:	<ul style="list-style-type: none">• AFI 32-7045, <i>Environmental Compliance Assessment and Management Program (ECAMP)</i>• AFI 32-7047, <i>Compliance Tracking and Reporting</i>
Prerequisites:	<ul style="list-style-type: none">• Possess as a minimum a 3E433 AFSC
Equipment/Tools Required:	<ul style="list-style-type: none">• ECAMP Protocols• Past ECAMP Findings (Environmental Flight has these).
Learning Objective:	<ul style="list-style-type: none">• Trainee will gain knowledge necessary to perform ECAMP assessments.
Samples of Behavior:	<ul style="list-style-type: none">• Trainee will perform ECAMP assessments using the protocols and past ECAMP findings.
Notes:	
<ul style="list-style-type: none">• To successfully complete this element follow the steps outlined in this text and the ECAMP protocols --no exceptions.	

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PERFORM ASSESSMENTS

- **Background:** In response to Executive Order (EO) 12088, *Federal Compliance and Pollution Standards*, the Air Force designed the Environmental Compliance Assessment and Management Program (ECAMP). This program helps ensure that Air Force active and reserve components worldwide, and government-owned, contractor-operated (GOCO) facilities are in compliance with all applicable pollution control standards. The Air National Guard Readiness Center/Civil Engineering (ANGRC/CE) may set specific policies in accordance with AFI 32-7045, *Environmental Compliance Assessment and Management Program (ECAMP)* that serves the needs of the ANG and the State Adjutant Generals.

ECAMP is defined as a comprehensive “self-evaluation” management program to achieve, maintain, and monitor environmental success through assessments and management plans. Installation commanders use this program to assess the status of environmental compliance and to identify and track solutions to compliance problems. ECAMP assessments are grouped into two categories; External evaluations, done every three years, and Internal evaluations (performed each year when an external is not done).

ECAMP assessments are divided into eleven protocols. The protocols are: Air Emissions Management, Hazardous Materials Management, Hazardous Waste Management, Natural and Cultural Resource Management, Noise Management (environmental), Pesticide Management, Pollution Prevention Management, Petroleum, Oil and Lubricant (POL), Solid Waste Management, Special Programs and Water Quality Management.

To perform the ECAMP process, follow these steps:

Step 1: Determine which protocol you are to perform.

HINT:

A protocol is a set of standards or guidelines that explain what must be accomplished or observed. This includes a review of relevant federal, state and local regulations, instructions, and directives for the installation, support site or government-owned, contractor operated facilities. Follow the protocols for your specific area of concern (see **Figures 1a-c, Pre-assessment Self-Evaluation Checklists**). The entire assessment team will assemble and discuss the write ups and a plan of delivery before it is presented to the installation commander.

Step 2: Perform a pre-assessment activity.

Step 3: Review past ECAMP reports.

Step 4: Perform a site assessment. This is the inspection phase of an ECAMP.

Step 5: Compare site operations with environmental standards in the protocol and write up deficiencies.

Step 6: Record findings and comments daily (provides info. to write Prelim. Environ. Findings).

Step 7: Report all deficiencies **immediately** to the appropriate management personnel. This will allow for corrective actions to begin.

Step 8: Provide an out-brief to the installation commander.

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Compliance Areas	Findings			
	Significant	Major	Minor	Total
Air Emissions				
• Fuel Burners				
• Incinerators				
• Volatile Organics				
• Vehicle Emissions				
• Ozone Depleting Chemicals				
• Particulates, (e.g., Bead Blasting)				
• Air Toxics Metals				
• General Requirements				
• TOTAL				
Hazardous Materials				
• Storage Structures				
• Operations/Management				
• TOTAL				
Hazardous Waste				
• Accumulation Points				
• TSD Facilities				
• Training				
• Waste Minimization				
• Oil/Water				
• Satellite Accumulation Points				
• Operational Procedures				
• TOTAL				
Natural/Cultural Resources				
• Wildlife/Recreation/				
• Forestry				
• Cultural/Historic				
• Land/Agriculture				
• Wetlands/Flood plains				
• TOTAL				

Figure 1a Pre-assessment Self-Evaluation Checklist

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Compliance Areas	Findings			
	Significant	Major	Minor	Total
Noise (Environmental)				
• AICUZ				
• Procedures				
• Management				
• TOTAL				
Pesticide Management				
• Facilities/Equipment				
• Operations/ • Management				
• TOTAL				
Pollution Prevention				
• Recycling				
• Management				
• TOTAL				
POL				
• Above Ground Tanks				
• Underground Tanks				
• Operations/ • Management				
• Loading/Unloading • Racks				
• Oil/Water Separators				
• Drum Storage				
• Hydrant System				
• TOTAL				
Solid Waste				
• Landfill				
• Receptacles				
• Recycling				
• Compost				
• Medical Waste				
• Regulated Waste				
• TOTAL				

Figure 1b Pre-assessment Self-Evaluation Checklist

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Compliance Areas	Findings			
	Significant	Major	Minor	Total
Special Programs				
• PCB				
• Asbestos				
• Radon Mitigation				
• IRP				
• EIAP				
• A-106				
• ECAMP (Preparation/Conduct)				
• Lead-base Paint				
• Low-level Radiation				
• TOTAL				
Water Quality				
• Sanitary Wastewater				
• Industrial Wastewater				
• Stormwater Runoff				
• Non-point Runoff				
• Facilities/Equipment				
• Oil/Water Separators				
• Drinking Water				
• TOTAL				
TOTAL FINDINGS				

Figure 1c Pre-assessment Self-Evaluation Checklist

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**Review Questions
for
Perform Assessments**

Question	Answer
1. What policy governs the Air Force ECAMP process?	a. Executive Order 12088 b. AFI 32-4570 c. AFI 32-1076 d. AFI 92-16
2. Air National Guard units are not subject to any ECAMP assessments?	a. True b. False
3. ECAMP is defined as a _____ “self-evaluation and program management system.	a. Cooperative b. Comprehensive c. Cohesive d. Collective
4. Which phase of an ECAMP is known as the inspection phase?	a. Pre-assessment b. Post assessment c. Site assessment d. Internal assessment
5. Past ECAMP reports are not reviewed?	a. True b. False
6. The last step in the ECAMP process is what?	a. Final report b. Management Action Plan c. Correct findings d. Out-brief the installation commander.

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PERFORM ASSESSMENTS

Performance Checklist		
Step	Yes	No
1. Was the particular protocol received?		
2. Was the pre-assessment performed?		
3. Was a site assessment performed?		
4. Were past ECAMP reports reviewed?		
5. Were site operations inspected?		
6. Were findings and comments recorded?		
7. Were all deficiencies given to management personnel?		
8. Was the installation commander out-briefed?		

FEEDBACK: Trainer should provide both positive and/or negative feedback to the trainee immediately after the task is performed. This will ensure the issue is still fresh in the mind of both the trainee and trainer.

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ENVIRONMENTAL



ENVIRONMENTAL MANAGEMENT

MODULE 16

AFQTP UNIT 7

COMPLETE AN A106 REPORT (16.7.)

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COMPLETE AN A106 REPORT

Task Training Guide

STS Reference Number/Title:	16.7., Complete an A106 report
Training References:	<ul style="list-style-type: none"> • AFI 32-7001, <i>Environmental Information Management System</i> • AFI 32-7002, <i>Environmental Budgeting</i>
Prerequisites:	<ul style="list-style-type: none"> • Possess as a minimum a 3E4X3 AFSC
Equipment/Tools Required:	<ul style="list-style-type: none"> • ECAMP Protocols • Past ECAMP Findings (Environmental Flight has these). • Wang Computer System
Learning Objective:	<ul style="list-style-type: none"> • Trainee will learn how to complete an A106 report utilizing the WIMS-ES module.
Samples of Behavior:	<ul style="list-style-type: none"> • Trainee will learn to access the A-106 in the WIMS-ES module in the Wang computer.
Notes:	
<ul style="list-style-type: none"> • To successfully complete this element follow the steps outlined in this text and the ECAMP protocols --no exceptions. 	

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COMPLETE AN A106 REPORT

Background: The A-106 report is a module within the Work Information Management System-Environmental Subsystem (WIMS-ES). The WIMS-ES is the Air Force's computerized management information system stores, manages, and reports environmental data to the MAJCOM and Air Staff. The A-106 tracks compliance with the policies specified in AFPD 32-70, *Environmental Quality* for the Air Force's environmental cleanup, compliance, conservation, and pollution prevention programs. All Air Force installations (with the exception of ANG installations) must comply with these reporting requirements. For installations in foreign countries, AFI 32-7006, *Environmental Program in Foreign Countries*, provides instructions on tracking and reporting requirements.

The primary purpose of the A-106 Federal Facility Environmental Needs System is to ensure federal agencies are planning, programming, and budgeting for funds to prevent, control, and abate environmental pollution. There are five major programs in the A-106 module: A-106 (EPA 3500-7 Form), Narrative, Remarks, Inadequate Project, and the Summary.

To complete an A-106, follow these steps:

Step 1: First, you must obtain computer entry rights to the WIMS-ES system.

Step 2: From the main WIMS-ES menu, select the PF key for A-106 (EPA 3500-7).

HINTS:

- An A-106 (3500-7) project must be created for all projects and O&S costs.
- There are three project types: Air Force identified "I", EPA identified "E", and Operations and Services "O".
- The Narrative is extremely important since it describes the project fully. There is limited space so ensure the description is brief and concise.

Step 3: Once this screen appears select the **Add to PF key**.

Step 4: An empty screen will be displayed. Fill in appropriately, and **press Enter to save**.

Step 5: The **Narrative screen** will not appear for new records unless one is added.

The Narrative must contain the following:

Legal requirements.

- Pollutants to be controlled.
- Correction action to be taken.
- Impact if not funded.
- Controls and equipment to correct problem.

Level I: Project descriptions also need the following.

- CMPA-Title/date of compliance agreement, consent order or state enforcement action.
- INOV-date of INOV or inspection if INOV is anticipated.
- Date of ECAMP inspection, if finding is Significant or Major.
- ESDP-the established standard and passed deadline.

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Level II: Project descriptions also need the following.

- ESDF-what standard we are not meeting and the future deadline.

Level III project descriptions do not need to have specifics guidelines declared.

Step 6: Fill in the appropriate information.

Step 7: When the Narrative record is successfully added, a message will display stating that the A-106 (3500-7) and Narrative records have been added.

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**Review Questions
for
Complete An A106 Report**

Question	Answer
1. The Air Force's computerized management system is the _____.	a. WIMS-ES b. BEAMS c. CEMAS d. BITS
2. All Air Force and ANG units must complete a A-106?	a. True b. False
3. There are five major programs of the A-106?	a. True b. False
4. Which of the following is not a primary purpose of the A-106?	a. Planning b. Funding c. Programming d. Budgeting
5. Which screen in the A-106 module is extremely important?	a. EPA 3500-7 b. Multi-year funding c. Narrative d. None of the above
6. The Narrative screen contains which of the following?	a. Legal requirements b. Corrective action to be taken c. Impact if not funded d. All of the above

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COMPLETE AN A106 REPORT

Performance Checklist		
Step	Yes	No
1. Did trainee obtain computer rights?		
2. Did trainee retrieve A-106 report ?		
3. Was a new record added?		
4. Was information for A-106 report entered?		
5. Was a narrative report completed?		

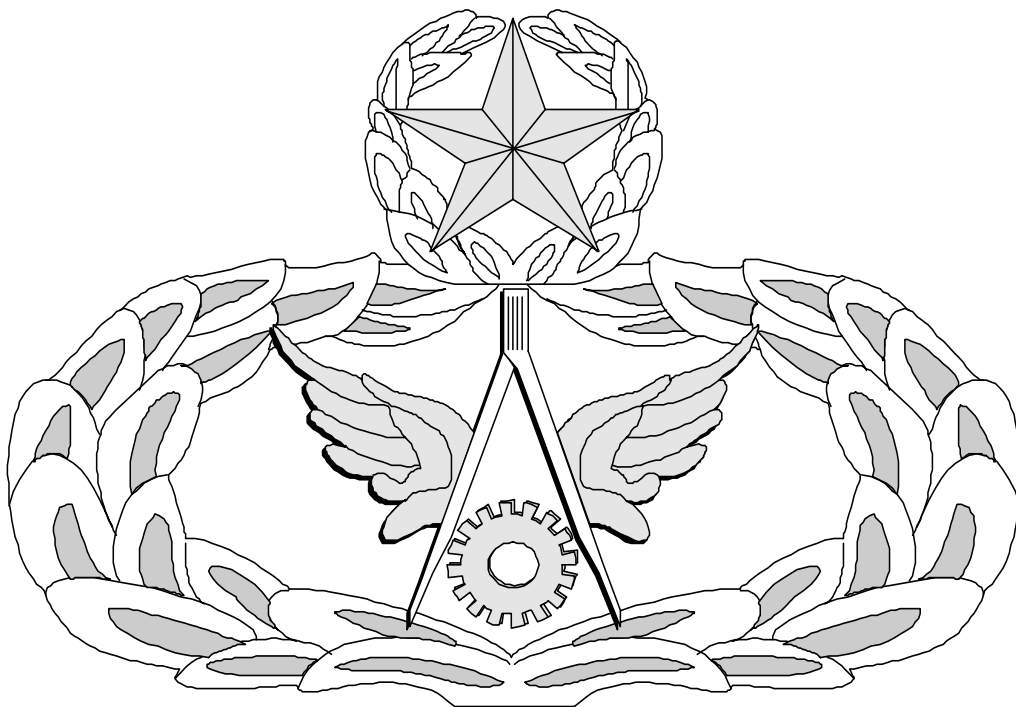
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Air Force Civil Engineer

QUALIFICATION TRAINING PACKAGE (QTP)

REVIEW ANSWER KEY



For
ENVIRONMENTAL

(3E4X3)

MODULE 16

ENVIRONMENTAL MANAGEMENT

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Key-1

PERFORM ASSESSMENTS

(3E4X3-16.6.1.)

Question	Answer
1. What policy governs the AF ECAMP process?	a. Executive Order 12088
2. Air National Guard units are not subject to any ECAMP assessments?	b. False
3. ECAMP is defined as a _____ “self-evaluation and program management system.	b. Comprehensive
4. Which phase of an ECAMP is known as the inspection phase?	c. Site assessment
5. Past ECAMP reports are not reviewed?	b. False
6. The last step in the ECAMP process is what?	d. Out-brief the installation commander.

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COMPLETE AN A106 REPORT

(3E4X3-16.7.)

Question	Answer
1. The Air Force's computerized management system is the _____.	a. WIMS-ES
2. All Air Force and ANG units must complete a A-106?	b. False
3. There are five major programs of the A-106?	a. True
4. Which of the following is not a primary purpose of the A-106?	b. Funding
5. Which screen in the A-106 module is extremely important?	c. Narrative
6. The Narrative screen contains which of the following?	d. All of the above

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